



Date	_____
Tracking Number	_____

## TRADE LICENSE APPLICATION

Please review the Trade License Checklist to determine what documents you need to bring with you.

Application Type    New    Change of Address    Renewal for (check one): One Year \_\_\_\_\_ Two Years \_\_\_\_\_

If renewal, what is your current license number(s)? #: \_\_\_\_\_ #: \_\_\_\_\_

### LICENSE TYPE (Please indicate what you are applying for)

#### MECHANICAL

Class "A" AC/ Refrigeration Contractor	Active	Inactive
Class "A" Master Gasfitter	Active	Inactive
Class "B" Journeyman Mechanic	Active	
Class "B" Journeyman Gasfitter	Active	

#### ENGINEER (only fill out the applicant and business information and sign)

First Class Operating Engineer's Certificate	Active	Inactive
Second Class Operating Engineer's Certificate	Active	
Third Class Operating Engineer's Certificate	Active	
Hoisting and Portable Engineer's Certificate	Active	

#### ELECTRICAL

Class "A" Electrical Contractor	Active	Inactive
Class "D" Journeyman Electrician	Active	
Class "C" Maintenance Electrician	Active	
Class "E" Electrician Trainee	Active	

### APPLICANT INFORMATION

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (    ) \_\_\_\_\_ Cell (    ) \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ SSN \_\_\_\_\_

Please bring a copy of each document below AND write the number(s)

LA General Sales Tax Number \_\_\_\_\_ Federal ID Number \_\_\_\_\_

State ID Number \_\_\_\_\_ Driver's License Number \_\_\_\_\_

City of New Orleans Certificate of Registration Number(s) \_\_\_\_\_

Parish Occupational License Number \_\_\_\_\_

Yes    No    Are you currently employed? If yes, complete the following:

How long have you been involved in A/C / Refrigeration?    Years Experience \_\_\_\_\_

How long have you been involved in Gas Fitting?    Years Experience \_\_\_\_\_

How long have you been involved in Electrical work ?    Years Experience \_\_\_\_\_



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## TRADE LICENSE APPLICATION

### EMPLOYER/COMPANY INFORMATION

Applicant/License Holder Name \_\_\_\_\_

Employer/Company Name \_\_\_\_\_

Employer/Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer/Company Phone ( ) \_\_\_\_\_ Cell Phone Number ( ) \_\_\_\_\_

### EXAMINATIONS

I Passed the ICC Contractor's Examination  
(Check all that apply)

#### ELECTRICAL

- "A" Electrical Contractor
- "C" Maintenance Electrician
- "D" Journeyman Electrician

I passed the Examination administered by the Louisiana State Licensing Board for contractors under Section V (statewide only). (For Electrical License)

#### MECHANICAL

- "A" AC/ Refrigeration
- "A" Master Gasfitter
- "B" Journeyman Mechanic
- "B" Journeyman Gasfitter

I passed the Examination administered by the Louisiana State Licensing Board of Contractors under Section VI (statewide only). (For Mechanical License)

**If you are applying for license without examination you must comply with the following:**

**(For Mechanical)** I'm actively licensed by the City or State of \_\_\_\_\_ as a \_\_\_\_\_ and I'm applying to the City of New Orleans AS PER Article 141 (Mechanical) 111.6.1 (Fuel Gas of the 2006 Amendments). (This item is to be verified and approved by the Division Chief.)

**(For Electrical)** I'm actively licensed by the City or State of \_\_\_\_\_. I'm applying to the City of New Orleans as per Article 2712.1. (This item is to be verified and approved by the Division Chief.)

- NOTE:
1. License will expire on your birthday.
  2. License lapsed for two (2) years will require retesting.
  3. City of New Orleans requires you to register your out of Parish Occupational license with the Department of Revenue - Room 1W15 (504) 658-1655. Please refer to the checklist for Class A Master requirements.

NOTE: (For First, Second, and Third Class Operating Engineer' s Only):

For renewal applications, please attach expired certificate with two current passport sized photographs.

NOTE: Class E License is valid for a 5-year period. After the 5 years, you must take the Class D Journeyman examination.



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## TRADE LICENSE APPLICATION

### FEES

	Initial License Type Fees			(Delinquent Fee Per Month, effective day after your birthday)
<b>Mechanical</b>	Class A A/C & Refrigeration (\$110 fee to make active, if inactive)	Active	\$110.00	\$10.00
		Inactive (letter required)	\$25.00	\$10.00
	Class A Master Gasfitter (\$110 fee to make active, if inactive)	Active	\$110.00	\$10.00
		Inactive (letter required)	\$25.00	\$10.00
	Class B - Journeyman Mechanic	Active	\$55.00	\$5.00
	Class B - Journeyman Gasfitter	Active	\$55.00	\$10.00
<b>Electrical</b>	Class A Electrical Contractor (\$125 fee to make active, if inactive)	Active	\$125.00	\$10.00
		Inactive (letter required)	\$30.00	\$10.00
	Class C Maintenance Electrician	Active	\$60.00	\$5.00
	Class D Journeyman Electrician	Active	\$60.00	\$5.00
	Class E Electrician Trainee	Active	\$30.00	\$5.00
<b>Engineer</b>	First Class Operating Engineer's Certificate	Active	\$55.00	
		Inactive	\$55.00	
		Duplicate	\$25.00	
	Second Class Operating Engineer's Certificate	Active	\$40.00	
		Duplicate	\$40.00	
	Third Class Operating Engineer's Certificate	Active	\$35.00	
		Duplicate	\$35.00	
	Hoisting and Portable Engineer's Certificate	Active	\$25.00	
Delinquent		\$5.00		

### ACKNOWLEDGMENTS

As a condition of being granted a license from the Department of Safety and Permits, I hereby certify that all of the above questions have been answered to the best of my knowledge and are true and correct and I fully understand that any misstatement will cause my license if granted to become null and void. I hereby agree to comply with all Administrative Code Provisions and Department Rules and Regulations. I will keep the Division advised of any employment change. I also declare that I will observe all code regulations as they apply to my license. A person who give or offers a bribe to any employee of the City of New Orleans or any employee who takes or solicits a bribe, is guilty of a felony punishable by imprisonment a fine, or both.

Applicant Name (print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_